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IDENTIFIERS Elementary Secondary Education Act Title V; ESEA Title V

ABSTRACT

This Local Education Agency (LEA) Process Model Instrument for ESEA Title I is one of the products developed and validated by the SEA (State Educational Agencies) Management of Compensatory Education, a multistate project funded through ESEA Title V-505. Representatives from each State Educational Agency, their selected Local Education Agencies, the U.S. Office of Education, and Communication Technology Corporation of Marlton, New Jersey formulated this instrument as a supporting device to the Local Education Agency (LEA) Self Analysis Instrument, said to have been designed for self-analyzing the effectiveness of the administration of an ESEA Title I program in a Local Education Agency. This LEA Process Model is said to support the self-evaluation instrument by identifying "key" processes or activities that must be accomplished if improvements are desired and by providing the opportunity to plan, assign responsibility, and monitor the processes or activities associated with each criterion statement. The instrument is structured around 12 sections, whose use is explained. They are: Criterion Statement, Criterion Coordinator, Type Use Program, Section, Criterion Number, Page Number, Approved By, Date, Major Process Activities, Responsibility (Person or Unit), and Plan by Month. Although said to have been designed as a supportive device, the instrument is claimed to be able to stand alone to serve as a viable planning document for an education agency. (Author/AM)

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ED110554

SEA MANAGEMENT OF COMPENSATORY EDUCATION

Special Project Grant Under Section 505, Title V
of the Elementary and Secondary Education Act of 1965
P.L. 89-10 as Amended

LOCAL EDUCATION AGENCY PROCESS MODEL FOR ESEA TITLE I

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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INTRODUCTION

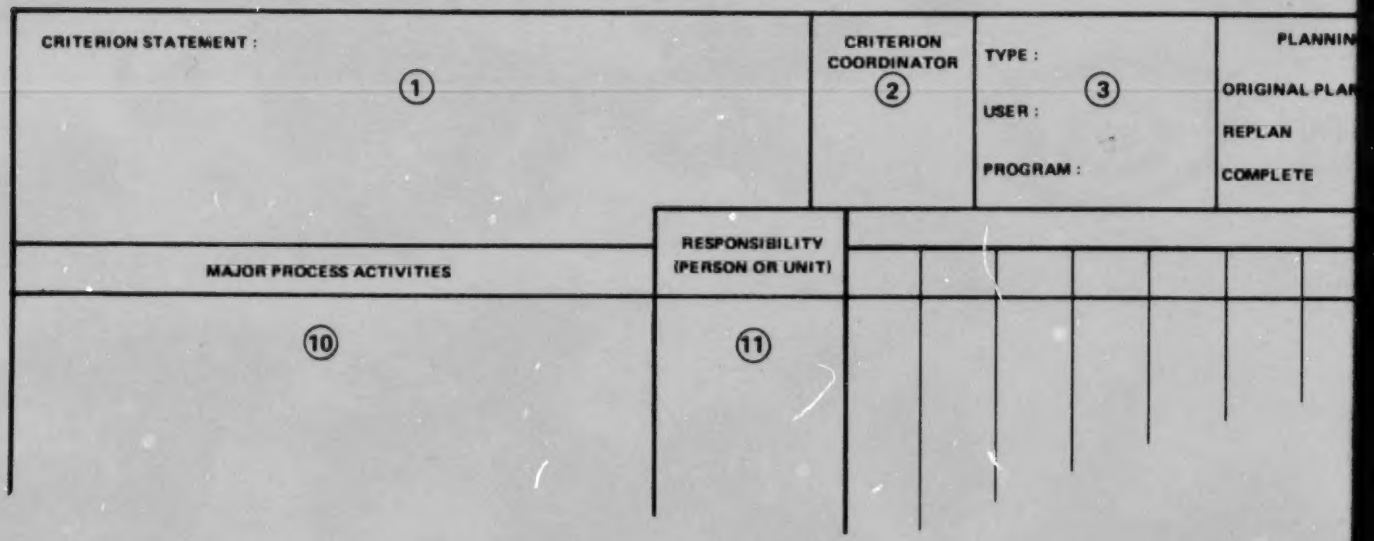
SEA Management of Compensatory Education is a multi-state project funded through a grant under Section 505, Title V of the Elementary and S
a three year period, enabled representatives from the states of Alabama, Arkansas, California, Colorado, Minnesota, New Jersey and North Carolin

Representatives from each State Education Agency, their selected Local Education Agencies, the U. S. Office of Education and the Communicati
for improving the effectiveness of the administration of an ESEA Title I Program in an Education Agency.

Basically, the Process Model serves to identify the "key" processes or activities that must be accomplished if improvement is desired as a result of
assign responsibility and monitor the processes or activities associated with each criterion statement.

While the Process Model has been designed as a supporting instrument to the Self-Analysis Instrument, it can stand alone as a viable planning docu

PROCESS MODEL STRUCTURE AND USE



1. CRITERION STATEMENT

The criterion statement is a direct reference from the Self-Analysis Instrument.

When applicable, necessary resources are identified as constraints, products, etc. that should be available before the process activities can be reviewed, developed, expanded into greater detail, etc. If additional resources are identified/required, simply add them to the list. Conversely, if the identified resources are not applicable, they should be deleted from the list.

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INTRODUCTION

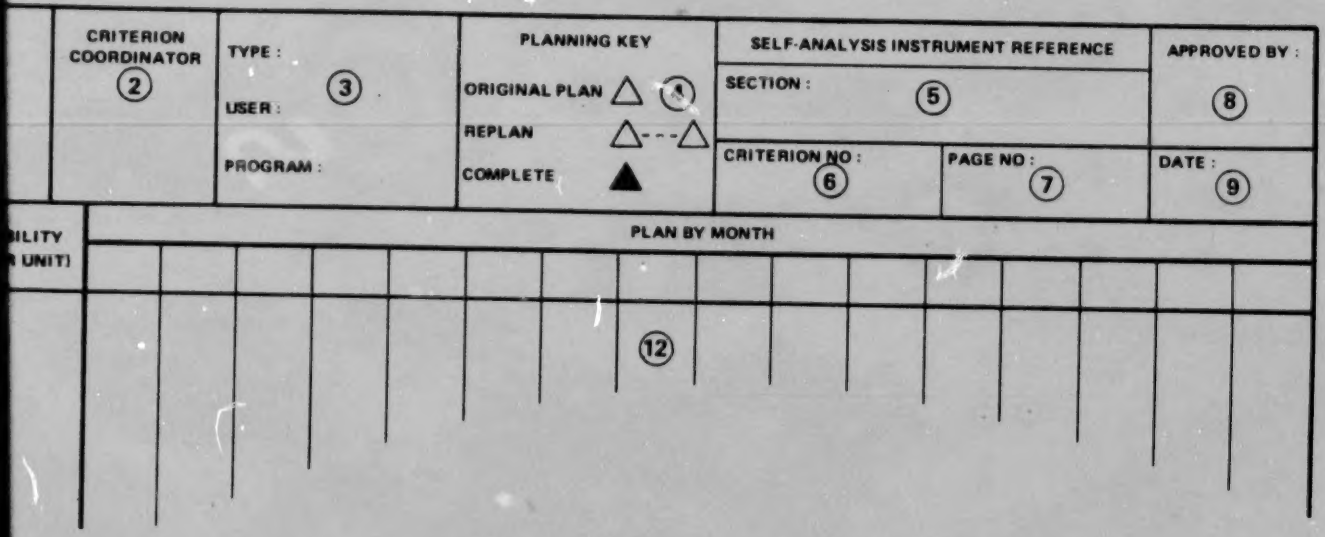
gh a grant under Section 505, Title V of the Elementary and Secondary Act of 1965, as amended. This grant, beginning in 1972 and spanning California, Colorado, Minnesota, New Jersey and North Carolina to cooperatively develop and validate the enclosed Process Model.

Agencies, the U. S. Office of Education and the Communication Technology Corporation of Marlton, New Jersey formulated this instrument an Education Agency.

must be accomplished if improvement is desired as a result of self-analysis. In addition to identification, it provides the opportunity to plan, terion statement.

nalysis Instrument, it can stand alone as a viable planning document for an Education Agency.

PROCESS MODEL STRUCTURE AND USE



2. CRITERION COORDINATOR

Insert the name of the staff member who is assigned overall responsibility for the criterion and its associated process activities.

3. TYPE USER PROGRAM

Type – identifies the instrument title.

User – identifies the agency for whom the instrument is intended.

Program – identifies the Federal Program applicable to this Process Model.

4. PLANNING KEY

Symbol	Explanation
△ = Original Plan	This symbol (△) is used to document the "planned" completion date of each process activity. This symbol should not be removed for any reason. Removing or relocating this symbol would mask historical data that is necessary for planning future Title I management activities.
▲ = Complete	This symbol (▲) is used to document the completion of a process activity.
△---△ = Replan	This symbol (△---△) is used to document the rescheduling of the Original Plan (△) of a particular process activity. This symbol (△---△) should be used as soon as the responsible staff member/unit knows that the task cannot be completed as originally planned.

Example Of Planning Key Uses

Example 1 – Original Plan

△

Example 2 – Task Completed as originally planned

▲

Example 3 – Original Plan — Replan of Original Plan

△---------△

Example 4 – Original Plan — Completion of Replan

△---------▲

Example 5 – Original Plan — First Replan — Second Replan

△---------△---------△

Example 6 – Original Plan — First Replan — Completion of Second Replan

△---------△---------▲

Example 7 – Original Plan — First Replan — Completion prior to Second Replan — Second Replan

△---------△---------▲---------△

5. SECTION

Identification of the section of the Self-Analysis Instrument where the criterion statement is located.

6. CRITERION NO.

Number reference of the criterion statement in the Self-Analysis Instrument.

7. PAGE NO.

Number reference of the page where the criterion statement is located in the Self-Analysis Instrument.

8. APPROVED BY

Signature of the designated staff person responsible for approving the plan associated with this particular criterion statement.

9. DATE

Insert calendar date when the original plan is approved.

10. MAJOR PROCESS ACTIVITIES

Major process activities for each criterion statement have been identified to stimulate planning. For the most part, the process activities included are global in nature so the model can be utilized by all agencies, large and small. No attempt was made to include process activities which were not involved with or directly associated with a management outcome or product.

When necessary, further detail of process activities should be specified by those individuals working in the day-to-day administrative environment who have particular knowledge of the agencies needs and resources.

11. RESPONSIBILITY (PERSON OR UNIT)

Insert name of person or organizational unit assigned the responsibility of completing specific process activities.

12. PLAN BY MONTH

Insert applicable months for purpose of planning the process activities.

CRITERION STATEMENT :

The Local Education Agency assesses its total organizational needs.

Resources: LEA guidelines/procedures/report format for assessing organizational needs.

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review organizational assessment requirements established by LEA	
2. Conduct organizational needs assessment	
3. Review results with staff	
4. Submit organizational needs plan to LEA	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 1 PAGE NO : 1	APPROVED BY : DATE :

ITY UNIT)	PLAN BY MONTH															

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1

CRITERION STATEMENT :

The Local Education Agency has a formal organization chart which includes operating and administrative relationships of the LEA Title I Organization to other departments within the Local Education Agency as well as other Compensatory Education Programs.

Resources: Title I Organizational needs assessment, Title I and LEA Organization chart

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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ORIGINAL

REPLAN

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review Title I and LEA organization charts							
2. Identify operating and administrative relationships							
3. Review with LEA							
4. Submit to LEA for incorporation into LEA organization chart							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 2 PAGE NO : 1	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The Local Education Agency establishes clearly stated organizational objectives for its Title I Organization.

Resources: LEA organizational plan, Title I Program Design

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Prepare draft of Title I organizational objectives	
2. Review with LEA	
3. Adopt Title I organizational objectives	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 3 / PAGE NO : 1	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The Local Education Agency approves the hiring of sufficient staff to meet the organizational objectives established for its Title I Organization.

Resources: Organizational needs, objectives and budget

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

ORIGIN

REPLAN

COMPLE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Determine Title I organization staffing requirements	
2. Prepare staffing requirements plan with appropriate justifications	
3. Submit staffing requirement plan to the Local Education Agency	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 4 PAGE NO : 1	APPROVED BY : DATE :

ITY UNIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The Local Education Agency provides facilities for the effective operation of its Title I Program staff.

Resources: Organization plan and budget

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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ORIGINAL

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Determine facility requirements for Title I Program staff	
2. Prepare facility requirements plan	
3. Submit facility requirements plan to LEA	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 5 PAGE NO : 1	APPROVED BY : DATE :

ITY UNIT)	PLAN BY MONTH															

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CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PL
The Local Education Agency has an inter-departmental staff assignment plan to support the activities of its Title I Organization.		USER : Local Education Agency	ORIGINA
Resources: Title I Organization needs, objectives and staffing requirements		PROGRAM : ESEA Title I	REPLAN
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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Identify need for special purpose staffing patterns in support of Title I Organization activities							
2. Prepare staffing request							
3. Submit staffing request for inclusion in the Local Education Agency inter-departmental staff assignment plan							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 6 PAGE NO : 2	APPROVED BY : DATE :

TY IT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization provides for meetings with Title I parent councils to participate in planning for development, implementation, and evaluation of Title I Programs.

Resources: Title I Application forms and instructions, draft copies of Title I Program Design; Title I Evaluation and Dissemination Design

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Reproduce copies of initial draft of Title I Application	
2. Arrange logistics for meetings with Title I parent councils	
3. Finalize meeting schedule	
4. Prepare and disseminate meeting notices, agendas, etc.	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 7 PAGE NO : 2	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The LEA Title I Organization has current job descriptions for each staff position which are available upon request.

Resources: Staffing requirements

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Determine functions and responsibilities that must be implemented							
2. Assign functions and responsibilities to staff positions							
3. Prepare job descriptions denoting functions and responsibilities							
4. Secure LEA approval of job descriptions							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 8 PAGE NO : 2	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The LEA Title I Organization has current specific qualifications required for each staff position.

Resources: Job descriptions

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review job descriptions and determine specific qualifications for each staff position	
2. Prepare specific qualifications for each staff position	
3. Secure LEA approval of qualifications	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 9 PAGE NO : 2	APPROVED BY DATE :

LITY (UNIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The LEA Title I Organization employs staff based on applicant competency without discrimination to race, color, creed, national origin and sex.

Resources: Job descriptions, specific qualifications, staff evaluation procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Establish an affirmative action program to guarantee employment and/or replacement of staff without regard to race, color, creed, national origin or sex							
2. Establish recruitment procedures including advertising, first contact, and position application procedures							
3. Establish applicant review and selection processes							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 10 PAGE NO : 2	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has a staff assignment plan.

Resources: Job descriptions, specific qualifications, organizational plan

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Prepare staff assignment plan for the administration of the Title I Program							
2. Review staff assignment plan with the Title I staff							
3. Implement staff assignment plan							

	CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 11 PAGE NO : 3	APPROVED BY : DATE :

LITY (UNIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The LEA Title I Organization has policies and procedures for evaluating each staff person.

Resources: Job descriptions and staff assignment plan

CRITERION COORDINATOR

TYPE : **Process Model**

USER : **Local Education Agency**

PROGRAM : **ESEA Title I**

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Prepare evaluation procedures for each staff position								
2. Review evaluation procedures with Title I staff								
3. Schedule staff evaluation								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Organization CRITERION NO : 12 PAGE NO : 3	APPROVED BY : DATE :

PLAN BY MONTH

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CRITERION STATEMENT :

The LEA Title I Organization program goals are coordinated with but not limited by SEA or LEA educational goals and priorities for purposes of program design criteria.

Resources: LEA priority goals, federal/state legislation, LEA Compensatory Education goals, current evaluation results and needs assessment data

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review SEA educational goals								
2. Review LEA educational goals								
3. Perform comparative analysis								
4. Coordinate LEA Title I Organization program goals with SEA and LEA educational goals and priorities								
5. Establish Title I program design criteria (standards)								

	CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 1 PAGE NO : 4	APPROVED BY : DATE :

LITY UNIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization participates with the SEA in the development of procedures and guidelines for state-wide Title I Program Design.

Resources: LEA priority goals, federal/state legislation, LEA Compensatory Education goals, current evaluation results and needs assessment data

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review resource documents including the procedures and guidelines for Program Design used the previous year, the state/local goals and the Title I objectives for new priorities and needed revisions								
2. Assist the SEA to prepare procedures and guidelines for Program Design								
3. Review with SEA Title I representatives								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 2 PAGE NO : 4	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has policies, procedures and schedules for the submission, review and approval of applications.

Resources: LEA statistics, e.g., number of schools, pupils, etc., LEA staff assignment plan and manual of approvability criteria

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review changes in goals, staff and projects to determine implications they may have on review/approval of applications							
2. Prepare policies, procedures and schedules for the submission, review and approval of applications							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 3 PAGE NO : 4	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization has a project review check list for processing and submitting its application.

Resources: Title I policies, procedures and schedules for the submission, review and approval of applications

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Identify content of project review check list							
2. Develop and format project review check list							
3. Review with LEA staff and SEA Title I representatives							
4. Finalize project review check list							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 4 PAGE NO : 4	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization uses its evaluation findings in developing its Title I Program.

Resources: Evaluation findings, recommendations and conclusions, Title I Application, SEA guidelines and procedures for Title I Program Design

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review and prioritize evaluation findings with Title I staff and Parent Council							
2. Incorporate evaluation findings into development of Title I program							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 5 / PAGE NO : 5	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization develops its Title I Program Application with the involvement of its parent councils.

Resources: Draft of Title I Application and instructions

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Establish a procedure and meeting place for review of Title I Application content and instructions with parent representatives							
2. Review the evaluation findings and discuss methodologies and reasons for current year's Title I Program Design							
3. Finalize application with parent representatives							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Program Design CRITERION NO : 6 PAGE NO : 5	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH														

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CRITERION STATEMENT :

The LEA Title I Organization has a management information and reporting system.

Resources: USOE/SEA/LEA statistical reporting requirements, USOE/SEA/LEA Title I evaluation requirements, staff assignment plan.

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review specifications and content of existing LEA management information and reporting system							
2. Analyze USOE/SEA/LEA Title I data requirements							
3. Identify missing data items							
4. Prepare instruments and data collection procedures for missing data items							
5. Rework data processing and retrieval procedures							
6. Finalize management information and reporting system							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 1 PAGE NO : 6	APPROVED BY : DATE :

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NIT)

PLAN BY MONTH

44

CRITERION STATEMENT :

The LEA Title I Organization has policies and objectives for monitoring visits to target schools and other project components.

Resources: Federal/state/local procedures for on-site visit (if existent), Title I Program and Organizational Objectives

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Develop monitoring visit objectives							
2. Establish policies governing monitoring visits							
3. Review objectives and policies with staff							
4. Finalize objectives and policies							
5. Prepare orientation package							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 2 PAGE NO : 6	APPROVED BY : DATE :

Y IT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization has procedures for monitoring target schools and other project components.

Resources: Policies and objectives for monitoring visits

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review monitoring visit policies and objectives							
2. Specify monitoring team personnel requirements and capabilities							
3. Prepare uniform monitoring procedures							
4. Review monitoring procedures with staff							
5. Finalize monitoring procedures and prepare orientation package							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 3 PAGE NO : 7	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT:

The LEA Title I Organization has a schedule of monitoring visits to target schools and other project components.

Resources: LEA Title I staff assignment plan and LEA Title I monitoring procedures

CRITERION COORDINATOR

TYPE: Process Model

USER: Local Education Agency

PROGRAM: ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review vital Title I statistics, e.g., number of schools projects, etc. to determine staff requirements							
2. Prepare schedule							
3. Release schedule to target schools and other project components							
4. Assign staff							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 4 PAGE NO : 7	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has standardized statistical reporting forms.

Resources: Federal/state/local statistical reporting requirements, previous years' statistical reporting forms

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Determine current LEA statistical reporting requirements	
2. Develop standardized statistical reporting forms	
3. Develop schedule for report submission	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 5 PAGE NO : 7	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has financial management procedures and guidelines for target schools and other project components.

Resources: Federal/state/local financial and audit requirements

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review financial and audit requirements							
2. Prepare/organize financial guidelines and management procedures							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 6 PAGE NO : 8	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has procedures and guidelines to respond to complaints.

Resources: Existing LEA complaint procedures and guidelines

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify types of complaints and methods of receiving complaints from LEA personnel, Title I parent councils, community groups, etc.								
2. Prepare procedures, guidelines and forms for receiving and processing complaints								
3. Prepare orientation package								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Management CRITERION NO : 7 PAGE NO : 8	APPROVED BY : DATE :

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CRITERION STATEMENT:

The Local Education Agency assesses its total evaluation needs.

Resources: USOE/SEA/LEA legislative evaluation requirements, previous years' evaluation needs

CRITERION COORDINATOR

TYPE: Process Model

USER: Local Education Agency

PROGRAM: ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review evaluation requirements established by USOE/SEA								
2. Identify Title I evaluation needs								
3. Submit Title I evaluation needs to LEA								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 1 PAGE NO : 9	APPROVED BY : DATE :

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CRITERION STATEMENT :

The Local Education Agency prepares a statement of scope, intent and direction of its total evaluation objectives.

Resources: LEA evaluation needs assessment

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Develop Title I evaluation objectives								
2. Confirm objectives with LEA philosophy statement								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 2 PAGE NO : 9	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has a Title I evaluation plan in accordance with State Title I evaluation requirements.

Resources: SEA Title I Evaluation Plan, LEA Title I Program Design, LEA statement of scope, intent and direction

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine necessary modifications for existing Title I evaluation plan								
2. Modify existing Title I evaluation plan								
3. Review evaluation plan with LEA and LEA Title I staff								
4. Finalize Title I evaluation plan								
5. Prepare orientation package								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 3 PAGE NO : 9	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization has a Title I evaluation plan in accordance with the Local Education Agency evaluation requirements.

Resources: Existing LEA Title I evaluation plan, LEA Title I program design, LEA statement of scope intent and direction

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine necessary modifications for existing LEA Title I evaluation plan								
2. Modify existing LEA Title I evaluation plan								
3. Review Title I evaluation plan with selected staff and parents								
4. Review Title I evaluation plan with the Local Education Agency								
5. Finalize Title I evaluation plan								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 4 PAGE NO : 9	APPROVED BY : DATE :

PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization's evaluation plan contains a formal schedule of evaluation activities.

Resources: LEA Title I evaluation plan, LEA Title I staff assignment plan

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify dates for submitting Title I evaluation data to USOE								
2. Identify dates for submitting Title I evaluation data to the SEA								
3. Assign dates to evaluation activities								
4. Finalize schedule and incorporate into Title I evaluation plan								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 5 PAGE NO : 9	APPROVED BY : DATE :

ITY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of training its Central Office Staff.

Resources: Previous years' evaluation design and instruments for training, current year's training objectives and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Establish evaluation criteria	
2. Develop measurement instrument	
3. Prepare procedures for instrument use	
4. Review procedures and instrument with Title I staff	
5. Finalize procedures and instrument	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 6 PAGE NO : 10	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The LEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of training its target school and other project component staff.

Resources: Previous years' evaluation design and instruments for training, current year's training content and schedule

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Establish evaluation criteria							
2. Develop measurement instrument							
3. Prepare procedures for instrument use							
4. Review procedures and instrument with Title I staff							
5. Finalize procedures and instrument							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 7 PAGE NO : 10	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The LEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of training its Title I parent councils.

Resources: Previous years' evaluation design and instruments for training, current year's training objectives and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Establish evaluation criteria	
2. Develop measurement instrument	
3. Prepare procedures for instrument use	
4. Review procedures and instrument with Title I staff	
5. Finalize procedures and instrument	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 8 PAGE NO : 10	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has procedures (including instruments) for evaluating its target school and other project component monitoring activities.

Resources: Previous years' evaluation design for monitoring LEA projects, current year's monitoring objectives, processes and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Establish evaluation criteria								
2. Develop measurement instrument								
3. Prepare procedures for instrument use								
4. Review procedures and instrument with Title I staff								
5. Finalize procedures and instrument								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 9 PAGE NO : 10	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has procedures (including instruments) for evaluating its activities in providing technical assistance to target schools and other project components.

Resources: Previous year's evaluation design in providing technical assistance to LEAs, current year's objectives, activities and schedules

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Establish evaluation criteria								
2. Develop measurement instrument								
3. Prepare procedures for instrument use								
4. Review procedures and instrument with Title I staff								
5. Finalize procedures and instrument								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 10 PAGE NO : 10	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has procedures (including instruments) for identifying and evaluating exemplary programs in target schools and other project components which may merit validation.

Resources: USOE/SEA criteria for identifying exemplary programs

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Develop criteria for identifying and evaluating exemplary programs							
2. Develop procedures and instruments							
3. Review procedures and instruments with staff							
4. Field test procedures and instruments							
5. Review results of field test with SEA							
6. Finalize procedures and instruments							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 11 PAGE NO : 11	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization with the assistance of its Title I parent advisory councils develops procedures for reviewing its evaluation design and evaluation procedures.

Resources: Evaluation design and procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Schedule meeting for presenting/discussing evaluation design and procedures with Title I parent council	
2. Conduct meeting and finalize evaluation design and procedures	
3. Incorporate into Title I Application	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Evaluation CRITERION NO : 12 / PAGE NO : 11	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

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CRITERION STATEMENT :

The LEA Title I Organization assesses its Title I dissemination needs.

Resources: USOE/SEA/LEA guidelines for dissemination, previous years' dissemination plan/procedures, staff assignment plan

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review dissemination requirements established by USOE							
2. Review dissemination requirements established by SEA							
3. Identify Title I dissemination needs							
4. Incorporate Title I dissemination needs into Title I dissemination plan							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 1 PAGE NO : 12	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has policies, guidelines, procedures and plans for internal dissemination.

Resources: Title I dissemination needs assessment and current LEA dissemination plan

CRITERION COORDINATOR

TYPE : **Process Model**

USER : **Local Education Agency**

PROGRAM : **ESEA Title I**

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine internal dissemination needs								
2. Prepare internal dissemination policies								
3. Prepare internal dissemination guidelines								
4. Prepare internal dissemination procedures								
5. Prepare specific internal dissemination plans								
6. Review with Title I staff								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 2 PAGE NO : 12	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has policies, guidelines, procedures and plans for external dissemination.

Resources: Title I dissemination needs assessment and current LEA dissemination plan

CRITERION COORDINATOR

TYPE : **Process Model**

USER : **Local Education Agency**

PROGRAM : **ESEA Title I**

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine external dissemination needs								
2. Prepare external dissemination policies								
3. Prepare external dissemination guidelines								
4. Prepare external dissemination procedures								
5. Prepare specific external dissemination plans								
6. Review with Title I staff								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 3 PAGE NO : 12	APPROVED BY : DATE :

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CRITERION STATEMENT :	CRITERION COORDINATOR	TYPE : Process Model	PLANN
The LEA Title I Organization coordinates the Title I dissemination plan with the Local Education Agency plan for dissemination.		USER : Local Education Agency	ORIGINAL PL
Resources: LEA plan for dissemination and LEA Title I plan for dissemination		PROGRAM : ESEA Title I	REPLAN
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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify common interfaces between Title I and LEA dissemination plans								
2. Cooperatively schedule use of dissemination resources (staff and equipment)								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 4 PAGE NO : 13	APPROVED BY : DATE :

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PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization's dissemination plan contains a formal schedule of dissemination activities.

Resources: Previous years' dissemination schedule, Title I dissemination plan, LEA dissemination plan

CRITERION COORDINATOR

TYPE : **Process Model**

USER : **Local Education Agency**

PROGRAM : **ESEA Title I**

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Identify dissemination release dates for all Title I information	
2. Assign dates to all dissemination collection/preparation activities	
3. Finalize schedules and incorporate into Title I dissemination plan	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 5 PAGE NO : 13	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has procedures for the dissemination of information to target schools, other project components and Title I parent councils and disseminates on a timely basis.

Resources: LEA procedures for dissemination, previous years' Title I dissemination requirements

CRITERION COORDINATOR

TYPE : **Process Model**

USER : **Local Education Agency**

PROGRAM : **ESEA Title I**

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Determine modifications to existing dissemination procedures							
2. Modify existing dissemination procedures							
3. Review procedures with Title I staff							
4. Finalize procedures for dissemination							
5. Initiate dissemination activities							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 6 PAGE NO : 13	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has timely dissemination of Federal/State legislative requirements, guidelines, regulations, and information to the target schools, other project components and interested publics such as non-public school administrators, parents, etc.

Resources: Title I plan for dissemination including formal schedule of dissemination activities, federal/state legislative requirements, guidelines, regulations and information

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Review documentation as available for applicability							
2. Establish procedures for reproducing and disseminating materials							
3. Implement and monitor procedures							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 7 PAGE NO : 13	APPROVED BY DATE :

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CRITERION STATEMENT :

The LEA Title I Organization disseminates to target schools and other project components (prior to the monitoring visit) its monitoring visit policies, procedures and related forms.

Resources: Schedule of monitoring visits, monitoring visit policies, procedures and related forms, formal schedule of dissemination activities

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Prepare list of recipients							
2. Develop cover letter							
3. Prepare reproduction specification							
4. Reproduce materials							
5. Distribute materials							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 8 PAGE NO : 13	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization disseminates required management information and reporting forms to target schools and other project components.

Resources: Management information and reporting forms, formal schedule of dissemination activities

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Prepare list of recipients								
2. Develop cover letter								
3. Prepare reproduction specification								
4. Reproduce materials								
5. Distribute materials								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 9 PAGE NO : 14	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization disseminates evaluation information to target schools, other project components and parent councils concerning findings, recommendations, conclusions, etc.

Resources: LEA Title I evaluation recommendations, conclusions, findings, etc., formal schedule of dissemination activities

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Prepare list of recipients	
2. Finalize distribution method	
3. Develop cover letter	
4. Prepare reproduction specification	
5. Reproduce materials	
6. Distribute materials	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 10 PAGE NO : 14	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has guidelines and procedures for inter-project visits within the Local Education Agency for program improvement.

Resources: SEA Title I and school district guidelines and procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Develop guidelines and procedures	
2. Review guidelines and procedures with Title I Organization staff	
3. Finalize guidelines and procedures	
4. Prepare orientation package	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 11 PAGE NO : 14	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization has guidelines and procedures for visits to projects of other Local Education Agencies for the purpose of program improvement.

Resources: SEA Title I and school district guidelines and procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Develop guidelines and procedures								
2. Review guidelines and procedures with Title I Organization staff								
3. Finalize guidelines and procedures								
4. Prepare orientation package								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 12 PAGE NO : 14	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has guidelines and procedures for visits to Local Education Agency Title I projects by outside visitors.

Resources: SEA Title I and school district guidelines and procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)						
1. Develop guidelines and procedures							
2. Review guidelines and procedures with Title I Organization staff							
3. Finalize guidelines and procedures							
4. Prepare orientation package							

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Dissemination CRITERION NO : 13 PAGE NO : 14	APPROVED BY : DATE :

TY NIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization periodically assesses its training needs.

Resources: Current USOE/SEA regulations and guidelines, staff evaluation reports, technical assistance and monitoring reports

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify changes and additions in regulations and guidelines								
2. Review staff evaluation reports								
3. Review technical assistance and monitoring results								
4. Solicit additional training needs from staff								
5. Identify training needs (new and continuing)								
6. Prioritize training needs								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : In-Service Training CRITERION NO : 1 PAGE NO : 15	APPROVED BY DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization has Workshop/Conference policies, procedures and objectives.

Resources: Title I Organization training needs assessment and existing Workshop/ Conference policies, procedures and objectives

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Evaluate existing policies, procedures and objectives for Workshops/Conferences								
2. Identify additional requirements								
3. Revise and develop policies for Workshops/Conferences								
4. Revise and develop procedures for Workshops/Conferences								
5. Revise and develop objectives for Workshops/Conferences								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : In-Service Training CRITERION NO : 2 PAGE NO : 15	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization provides Workshops or Conferences.

Resources: Title I Organization training needs assessment, previous Workshop or Conference content and current policies, procedures and objectives

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Determine content, number, size, and locations for Workshops or Conferences								
2. Prepare schedule and logistical arrangements for each Workshop or Conference								
3. Review with Title I staff								
4. Finalize schedule and logistical arrangements for each Workshop or Conference								
5. Incorporate into LEA Title I Organization's Plan for Dissemination								
6. Conduct Workshops or Conferences as scheduled								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : In-Service Training CRITERION NO : 3 PAGE NO : 15	APPROVED BY : DATE :

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PLAN BY MONTH

CRITERION STATEMENT :

The Title I Organization provides materials for training its central office staff.

Resources: Title I Organization training needs assessment and existing training materials

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Evaluate existing training materials for currentness and applicability	
2. Identify additional training material requirements	
3. Revise and develop training materials	
4. Reproduce and disseminate training materials	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : In-Service Training CRITERION NO : 4 PAGE NO : 16	APPROVED BY : DATE :

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PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization provides materials for training target school and other project component staff.

Resources: Title I Organization training needs assessment and existing training materials

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Evaluate existing training materials for currentness and applicability								
2. Identify additional training material requirements								
3. Revise and develop training materials								
4. Reproduce and disseminate training materials								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : In-Service Training CRITERION NO : 5 PAGE NO : 17	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization provides materials for training Title I parent councils.

Resources: Title I Organization training needs assessment and exisitng training materials

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Evaluate existing training materials for currentness and applicability	
2. Identify additional training material requirements	
3. Revise and develop training materials	
4. Reproduce and disseminate training materials	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : In-Service Training CRITERION NO : 6 PAGE NO : 18	APPROVED BY : DATE :

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PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization has a process of obtaining SEA technical assistance.

Resources: SEA/LEA technical assistance procedures

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Identify responsible SEA personnel by Title I area (i.e., evaluation, comparability, etc.)								
2. Document (on-going) name, phone, area of responsibility of SEA personnel and review with Title I staff								
3. Develop contact, follow-up letter files and dissemination procedures for technical assistance responses from SEA								
4. Incorporate into LEA Title I plan for dissemination								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 1 PAGE NO : 19	APPROVED BY : DATE :

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CRITERION STATEMENT :

The LEA Title I Organization has procedures to respond to requests for technical assistance from target schools and other project components.

Resources: Existing technical assistance procedures and reports from previous technical assistance activities

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Evaluate existing technical assistance procedures								
2. Examine previous technical assistance reports								
3. Identify additional technical assistance procedure requirements								
4. Revise and develop technical assistance procedures								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 2 PAGE NO : 19	APPROVED BY DATE :

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PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization has procedures to initiate technical assistance to target schools and other project components.

Resources: Existing technical assistance procedures and reports from previous technical assistance activities

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Evaluate existing technical assistance procedures	
2. Examine previous technical assistance reports	
3. Identify additional technical assistance procedure requirements	
4. Revise and develop technical assistance procedures	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 3 PAGE NO : 19	APPROVED BY : DATE :

TY IIT)	PLAN BY MONTH															

CRITERION STATEMENT :

The LEA Title I Organization provides technical assistance to target schools and other project components.

Resources: LEA technical assistance procedures, staff assignment plan

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

PLAN

ORIGINAL P

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Assign staff technical assistance responsibility areas	
2. Provide technical assistance as required	
3. Document technical assistance results to use for training new staff, maintaining consistent responses and assessing training needs	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Technical Assistance CRITERION NO : 4 PAGE NO : 19	APPROVED BY : DATE :

PLAN BY MONTH

CRITERION STATEMENT :

The Local Education Agency exercises its capability to facilitate or influence future Federal and State Compensatory Education legislation.

Resources: Federal/State Compensatory Education legislation

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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ORIGINAL

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)
1. Review existing Compensatory Education legislation	
2. Identify strengths and weaknesses of Compensatory Education legislation	
3. Disseminate findings, evaluation results and concerns to the Local Education Agency	
4. Prepare and submit suggestions for future Compensatory Education legislation to the Local Education Agency	

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Legislation CRITERION NO : 1 PAGE NO : 20	APPROVED BY : DATE :

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CRITERION STATEMENT :

The Local Education Agency assigns staff to research, maintain and coordinate with the LEA Title I Organization, all current Federal/State regulations and guidelines.

Resources: Staff assignment plan, Federal/State Title I regulations and guidelines

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Assign Title I Organization staff to support Local Education Agency effort								
2. Establish coordination process								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △- - -△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Legislation CRITERION NO : 2 PAGE NO : 20	APPROVED BY : DATE :

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PLAN BY MONTH

CRITERION STATEMENT :

The LEA Title I Organization reviews and interprets Federal laws, regulations and guidelines in collaboration with the SEA so that consistent interpretations are maintained.

Resources: Staff assignment plan, Federal laws, regulations and guidelines

CRITERION COORDINATOR

TYPE : Process Model

USER : Local Education Agency

PROGRAM : ESEA Title I

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ORIGINAL

REPLAN

COMPLETE

MAJOR PROCESS ACTIVITIES	RESPONSIBILITY (PERSON OR UNIT)							
1. Review and interpret current modifications and additions to Federal laws, regulations and guidelines								
2. Review local interpretations with the SEA Title I Organization for consistency								
3. Document interpretations for staff training and dissemination								

CRITERION COORDINATOR	TYPE : Process Model USER : Local Education Agency PROGRAM : ESEA Title I	PLANNING KEY ORIGINAL PLAN △ REPLAN △---△ COMPLETE ▲	SELF-ANALYSIS INSTRUMENT REFERENCE SECTION : Legislation CRITERION NO : 3 PAGE NO : 20	APPROVED BY : DATE :

PLAN BY MONTH